

MEMORANDUM FOR *<Name of Appointed PM, Title >*

SUBJECT: Project Manager Appointment for *<Name of project>*

You are hereby appointed the Project Manager for *<Name of project>*. You will be guided in your duties and responsibilities by the Department of Defense Regulation 5000.2-R and the TRICARE Program Management Organization (PMO) User's Guide. Copies of both of these documents will be provided to you by the Director, Program Management and Integration (PM&I) Office during your "PMO kick-off" briefing. *<insert the global mission of this project (1 sentence)>*.

As the TRICARE Project Manager for *<Name of project>* you are responsible and accountable for coordinating the day to day activities of the project and for ensuring that the project progresses satisfactorily through the tailored TRICARE PMO model. The Project Manager periodically reports status and progress to the TRICARE Program Executive Officer (PEO).

As the *<Name of project>* Project Manager you are specifically responsible for:

- serving as the Chair of the *<Name of project>* Integrated Project Team (IPT);
- managing the project in a manner consistent with the policies and principles articulated by the TRICARE PEO;
- briefing the IPT recommended project schedule to the TRICARE PEO for approval;
- providing assessments of project status and risk reporting variances to the TRICARE PEO;
- monitoring cost, performance and schedule;
- managing the risk for the project by allocating resources, executing risk management, and ensuring interaction and communication between team members;
- overseeing the development of the necessary project and acquisition documentation to execute the project (e.g., Mission Needs Statement, Project Management Plan, etc.);
- ensuring that the appropriate stakeholders are actively engaged in the project;
- representing the project at intra-agency and inter-agency meetings;
- coordinating project actions with the other organizations as necessary.

This assignment expires when *<add specific information regarding when the project will end>* or, at the request of the TRICARE PEO.

Leonard M. Randolph, Jr.
Major General, USAF, MC
Deputy Executive Director

cc:
Ms. Cheryl Kaminska
<name of Director>
<name of supervisor>